

City of San Jose

SECRETARY TO THE MAYOR (1161)CLASS PURPOSE

Under direction, performs secretarial work of considerable difficulty. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Acts as the Mayor's representative by maintaining a communication network involving personal contacts both inside and outside the organization; facilitates the Mayor's effectiveness by acting as a focal point for communication; keeps the Mayor informed of the progress on various issues; transmits Mayor's views to concerned constituents and resolves complaints.

Coordinates the work of the staff assigned to the office of the Mayor by determining priorities, reading agenda packets and attending meetings in preparation for relevant sessions; ensures smooth flow of work by the clerical staff by assigning, training and evaluating individual performance.

Supervises the maintenance of a complex filing system; may take and transcribe dictation; operates standard office equipment.

Interacts with a wide variety of people in sensitive and often confidential situations.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class is responsible for providing secretarial assistance to the Mayor and as such must be familiar with administrative and political workings of City government. This position differs from other secretarial classes in its visibility to the public and the highly sensitive nature of the work assigned to the position.

QUALIFICATIONSMinimum Knowledges, Skills and Abilities

- Knowledge of City staff and line department's functions.
- Knowledge of the role of City government in the community.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of the operation of standard office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to take dictation may be required at a speed of 100 words per minute and to transcribe same accurately.
- Ability to type at a net rate of 50 words per minute.
- Ability to exercise independent judgment.

Competency Knowledges, Skills and Abilities

- Ability to develop an acute awareness and sensitivity to the role of the Mayor in City government.
- Ability to interpret and accurately transmit the Mayor's views to relevant individuals and groups.
- Ability to establish and maintain effective working relations with others.

Training and Experience

Any combination of training and experience equivalent to completion of high school and six (6) years of experience in stenographic, clerical and secretarial work including two (2) years at a level comparable to that of Secretary with the City of San Jose.